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Memorandum of Understanding

Between

The Fine Arts Museums of San Francisco

And

The Museums Civil Service Chapter

United Public Employees, Local 790, SEIU, AFL-CIO

* * *

July 27, 1988 - July 31, 1989

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ARTICLE 1.

Introduction

This Departmental Memorandum of Understanding (hereinafter "MOU") is entered into by The Fine Arts Museums of San Francisco (hereinafter "FAM") and the Museums Civil Service Chapter of United Public Employees, Local 790, of the Service Employees International Union (hereinafter "Union").

This MOU applies to the classifications listed below and to classifications added at a later date by proper authority:

1630	Account Clerk
1632	Senior Account Clerk
2708	Custodian
2718	Custodial Supervisor I
3302	Vendor
3502	Museum Exhibit Packer
3534	Museum Photographer
3556	Museum Registrar
3631	Librarian II -- Fine Arts
8202	Security Guard
8226	Museum Guard
8228	Senior Museum Guard

ARTICLE 2.

Distribution of MOU

When this MOU has been ratified and signed by all parties, the UNION shall print or otherwise reproduce the MOU.

ARTICLE 3.

Meeting and Conferring

To the extent that these matters are within the jurisdiction of the FAM appointing officer, the parties to this MOU shall meet and confer in good faith regarding wages, hours and other terms and conditions of employment pursuant to California Government Code Section 3505.

ARTICLE 4.

Grievances

The procedure to be followed in the event of a grievance is that outlined in the City MOU. See Appendix "A".

ARTICLE 5.

Orientation and Job Training

A. The FAM shall orient new employees to the organization, personnel policies, job requirements and anticipated performance. During orientation all employees will be issued the current staff instructions on emergency procedures. The Union may contact new employees to make a one-half hour presentation about the Union, at the employee's option.

B. The FAM shall provide such initial and ongoing training as it deems necessary for all classifications covered by this MOU. The FAM shall set aside an amount for training, within budgetary capabilities. Training budgetary procedures will be developed at the beginning of the fiscal year to include input from trainers.

C. In-service training may be conducted during or after working hours, depending on the situation. Individuals required to attend such training will be notified. The FAM shall determine what training is needed.

D. The following topics are typical of those offered during a fiscal year:

Health and Safety Orientations
Firearms Qualifications and Requalification
First Aid
Emergency Plans
Museum Guard Training

ARTICLE 6.

Shop Stewards

A. The Union shall furnish the FAM with a current list of shop stewards.

B. The Union and the FAM recognize that it is the responsibility of shop stewards and first-line supervisors to work for the resolution of problems, complaints, and grievances at the lowest possible level.

C. Upon notification of an appropriate management person, stewards and designated officers of the Union, subject to management approval which shall not be unreasonably withheld, shall be granted reasonable release time to investigate and process grievances and appeals. Stewards shall advise their supervisors of the area or work location where they will be investigating or processing grievances.

ARTICLE 7.

Overtime for Museum Guards

A. Overtime shall be made available to all Museum Guards without partiality or discrimination.

B. FAM will endeavor to give as much notice as possible of overtime requirements. Notices of available overtime and special assignments shall be posted at specific work sites as soon as security requirements are known. FAM will post notices a week in advance whenever it is feasible to do so. FAM recognizes the need for Museum Guards to plan their personal calendars as much as possible. The following overtime procedures will be followed by both parties to this agreement:

1. The FAM will cause an overtime sign-up sheet to be posted at the museum where the overtime requirement is to take place.

2. Museum Guards desiring overtime will write their names on the sign-up sheet.

3. If the need at any work site (de Young, Asian, Legion of Honor, Warehouse) is greater than the response, a second notice will be posted, time permitting. If the response to the second notice is inadequate, overtime shall be extended to other sites for Museum Guards.

4. Once the security needs of an event are met, the sign-up sheet will be removed seven days thereafter.

C. FAM may determine when overtime commences. FAM shall attempt to render overtime continuous from the end of a Museum Guard's regular shift.

D. Seniority will be the basis for overtime assignments, except that security considerations may preclude this. Overtime assignments will usually be site specific.

ARTICLE 8.

Bulletin Boards

The Union will have access to all bulletin boards designated for Union use at each work site.

ARTICLE 9.

Meetings

Representatives of the Museums and the Union shall meet at the request of either as frequently as necessary (but, in any event, not less often than every 2 months) to keep each other informed of issues and concerns related to the work places and working conditions. Such meetings shall be in a spirit of good faith with a view of averting possible misunderstandings, disputes and grievances.

ARTICLE 10.

Museum Guard Uniforms

A. FAM management representatives and representatives designated by the Union, will form a Joint Committee for uniforms. The Committee will meet at least annually, at the time the budget appropriation for museum guards' uniforms is known, and at other times as the need may arise. The purpose of the Joint Committee is to determine the need for new and replacement uniforms. This includes all individuals certified to work in classifications 8202, 8226, and 8228 assigned to work at the M. H. de Young Memorial Museum, the California Palace of the Legion of Honor, and the Asian Art Museum.

B. Expenditures for uniforms shall be mutually agreed upon, based on a Fair determination of needs and priorities. The Museums shall make known to the Union the total budgeted amount available for uniforms during the fiscal year, and both parties shall determine the pro rata amount allotted to each member of the permanent Civil Service Museum Guard staff.

C. Upon successful completion of the probationary period, each museum guard will be issued two blazer jackets, and two pairs of slacks.

D. Ideally, each member of the museum guard day staff shall be allowed to a minimum annual replacement of one blazer jacket and one pair of slacks. Night shift museum guards shall be entitled to two jump suits. Issue and wear of jump suits is at individual night guard discretion. This however, is subject to budgetary limitations.

E. Individual museum guards may request substitutions of items in any fiscal year, if they can demonstrate to the Committee that they do not need a particular article and wish to have the money allocated to a different uniform item. Shoes and neckties are possible substitute items. Items beyond the initial and replacement issue may be authorized depending on availability of funds and demonstrated need.

F. Inherent to the issuing of uniforms is the requirement to wear them. Substitute personal items of clothing may be worn so long as they conform to the general uniform scheme, that is blue blazer and gray trousers or jump suit, as applicable. While the current day uniform is blue blazer and gray trousers, the Committee may choose a different uniform should the requirements of the FAM or the desire of the museum guard force change markedly.

G. The preferred method of purchase for uniform clothing shall be for the Committee to select an appropriate vendor (or vendors), and for the FAM to establish an account with same, so that individual guards may charge authorized items to the account. The second choice of payment method shall be for individual guards to make purchases at authorized vendors and to submit receipts to the Deputy Director for Operations for reimbursement.

H. If an individual guard fails to spend his or her pro rata share on uniform items in any fiscal year, the unspent balance may not be added to the guard's pro rata amount in the next fiscal year, unless the failure to spend was not the fault of the guard (e.g., sizes or items not available, etc.).

ARTICLE 11.

Museum Guard Tools and Equipment

A. Museum Guards shall be provided with all tools and equipment as defined as necessary by the FAM to perform the duties of Museum Guards. FAM recognize the importance of Museum Guard input in recommending appropriate equipment and its proper use.

B. The necessary tools and equipment shall be provided by the FAM and maintained by Museum Guards as FAM requires.

C. Examples of such tools and equipment and desirable minimums are as follows:

Equipment	Desirable Minimum
Firearms and holsters	5
Handcuffs, cases and keys	5
Flashlights and appurtenances	8
Two-way radios with shoulder microphones	7
First aid kits	6
Shoulder holsters	2

D. FAM agrees to request through the budget process the equipment and tools necessary to perform the job of Museum Guard in a proper and efficient manner.

ARTICLE 12.

Personnel Records

A. Only one official personnel file shall be maintained on any single employee in any one department. Unless otherwise specified by the department, the official file shall be located in the departmental personnel office.

B. Each employee shall have the right to review the contents of his/her file upon request at reasonable times. Nothing may be removed from the file by the employee but copies of the contents shall be provided upon request.

C. With the written permission of the employee, a representative of the Union may review the employee's personnel file when in the presence of a departmental representative and obtain copies of the contents upon request.

D. An employee shall have the opportunity to review, sign, and date any and all material to be included in the file. The employee may also attach a response to any and all materials within 30 days of receipt. All material in the file must be signed and dated by the author.

E. With the approval of his/her supervisor, the employee may include material relevant to his/her performance of assigned duties in the file.

F. No action to impose discipline against an employee shall be initiated more than thirty (30) days after the FAM knows or should have known of the conduct except for conduct which would constitute the commission of a crime. The discipline imposed may take into account conduct which is documented in the employee's personnel file or was the subject of a prior disciplinary action.

G. Upon request of an employee to the Appointing Officer or designee, material relating to disciplinary actions in the employee's personnel file which have been in the file for more than three (3) years shall be removed, provided the employee has no subsequent disciplinary action since the date of such prior action. Performance evaluations are excluded from this provision.

The above provision shall not apply in the case of employees disciplined due to misappropriation of public funds or property; misuse or destruction of public property; drug addiction or habitual intemperance; mistreatment of persons; immorality; acts which would constitute a felony or misdemeanor involving moral turpitude; acts which present an immediate danger to the public health and safety. In such cases, an employee's request for removal may be considered on a case by case basis, depending upon the circumstances, by the Appointing Officer or designee.

ARTICLE 13.

Miscellaneous Working Conditions

A. Flex Time

Rules and regulations on flex time are defined by the City's Salary Standardization Ordinance. For the purposes of this agreement

1. Flex time is defined as eight hours per day other than 8:00 a.m. to 5:00 p.m. and/or 40 hours per week other than Monday through Friday.

2. Employees who desire to work flex time must submit a request to their immediate supervisor, who will forward the request to the appointing officer's designee. Flex time will be authorized where it is in harmony with FAM needs.

B. Part Time Employment

1. Employees who wish to work part time will submit a written request to their immediate supervisor who will forward the request to the appointing officer's designee.

2. FAM will attempt to honor such requests and consider employing an additional person to work the absent hours of the part-time employee.

3. Employees may request to return to full time employment, but the employee will not be granted return to full time employment earlier than six months after being granted part-time status. The FAM may waive this six month requirement.

C. Vacation Postponement

Employees whose vacation becomes due during a period when they are on sick leave may request different vacation dates. FAM will grant such request in accordance with available vacation dates.

ARTICLE 14.

Miscellaneous Working Conditions for Museum Guards

A. Shifts and Schedules

1. The FAM shall exercise good faith in establishing work schedules.

2. Changes in work schedules and shift starting times for all employees shall be posted at least one week in advance of contemplated changes, except in cases of unforeseeable necessity.

3. If Museum Guards are to work more than one shift within a one day period, they shall be given notice as soon as possible. Such overtime should be voluntary, however emergency situations -- especially on night shifts -- may require involuntary overtime. There will be a voluntary on-call list by seniority, which must be exhausted before involuntary overtime is implemented.

B. Reassignments and Transfers

1. Museum Guards may at any time request reassignment to different shifts or work sites. Written requests will be retained in consideration by FAM for as long as the requesting individual desires.

2. When two Museum Guards of equal competence compete for the same position, the senior Museum Guard will be awarded the position.

3. When full-time Museum guard positions become vacant, the FAM will post them for ten days, in addition to notifying those Museum Guards who have expressed an interest in the position. Where no one applies, inverse seniority shall be used.

ARTICLE 15.

Reporting to Work

When an employee anticipates being late, the employee should telephone his/her immediate or designated supervisor. This call is expected no later than thirty minutes after the beginning of the shift, unless extraordinary circumstances preclude such notification.

When an employee cannot report for a regularly scheduled or overtime work assignment due to illness or injury, he/she will notify his/her immediate or designated supervisor as soon as possible and in no case later than the time

he/she is scheduled to work.

If unable to contact them, the employee will contact either the senior Museum Guard on duty or the Security Control Center Museum Guard.

ARTICLE 16.

Security Escort

As determined by FAM, the FAM Security Force, when available, shall provide escort, if requested, to employees in parking areas used by FAM staff and volunteers during hours of darkness until at least 6:00 p.m.

ARTICLE 17.

Employee Rights

No person employed by the FAM shall in any way be discriminated against because of race, color, creed, religion, sex, national origin, physical handicap, age, political affiliation or opinion, or sexual preference, nor shall a person be the subject of sexual harassment.

In the event more than one administrative remedy may be available within the City and County governmental system of San Francisco, the Union shall elect one. An individual employee may exercise whatever right he or she may have under the law. Notwithstanding such exercise, the Union shall not finance more than the proceeding it elects.

ARTICLE 18.

First Aid Equipment

FAM will maintain first aid equipment at the California Palace of the Legion of Honor and the M. H. de Young Memorial Museum. Equipment sites, types and quantities will be recommended by the FAM Health and Safety Committee to the FAM. Where a recommendation of the FAM Health and Safety Committee is not accepted, FAM will explain in writing within ten working days.

ARTICLE 19.

Break Rooms

The break room language in the next MOU between the COFAM Chapter of UPE Local 790 and the Corporation of the Fine Arts Museums will be made part of this MOU for the term of this agreement only.

ARTICLE 20.

Supervisory Notes

If supervisors make personal decisions to keep notes on an employee, the notes:

a. Shall be absolutely uncirculated; they shall not be reviewed by anyone else (this includes secretaries, other supervisors, or FAMSF officials), and

b. Shall be maintained in a secure fashion in order to prevent disclosure.

ARTICLE 21.

Health and Safety Committee

The Union shall have the right to participate in the Health and Safety Committee. Any employee may present to any member of the FAM Health and Safety Committee any health or safety concern which he/she has.

ARTICLE 22.

Savings Clause

A. Should any part hereof or any provision herein be declared invalid by a court of competent jurisdiction by reason of conflicting with a Charter provision or existing ordinances or resolution which the Board of Supervisors had not agreed to alter, change or modify, or by any decree of a court, such invalidation of such part of portion of this MOU shall not invalidate the remaining portions hereof and the remaining portions hereof shall remain in full force and effect for the duration of the MOU.

B. Any term or provision of this MOU which conflicts with the Fair Labor Standards Act, Title 29 U.S.C. Sections 201 et seq. and/or the rules and regulations thereof, shall be null and void so long as said Fair Labor Standards Act and/or the rules and regulations thereto continue to be applicable to the City and County of San Francisco. Should any dispute over the application of the Fair labor Standards Act occur, the parties agree to meet and confer to resolve the dispute before taking other action.

ARTICLE 23.

Effective Date and Duration of MOU

This MOU shall be in effect from July 27, 1988 through July 31, 1989.

IN WITNESS WHEREOF, the parties have caused this MOU to be signed by their respective authorized representatives.

For The Fine Arts Museums of San Francisco

Harry S. Parker III
Director of Museums

For United Public Employees, Local 790, SEIU

* * *

The following persons are acknowledged as members of the Union's M.C.U. Committee, which drafted the original proposal: Richard Isom, Dianne Jares, Dennis Pierre, Fernando Ejerci, Jack Foss, Fred Cline.

APPENDIX "A"

Grievance Procedure Letter of Agreement

Between the City and County of San Francisco

and SEIU Locals 250, 535, and 790

The Board of Supervisors and the Union recognize that it is desirable to have a uniform and objective means of resolving disputes between the parties relating to matters within the scope of representation.

The Board of Supervisors and the Union urge departments to meet and confer with the Union for the purpose of reaching agreement, to the extent possible under statutory and case law, on third party final and binding arbitration as the last step in a procedure for review of adverse personnel actions within the jurisdiction of the departments.

This grievance procedure applies to conditions of employment as set forth by Ordinance or Resolution of the Board of Supervisors provided that such condition(s) is within the scope of representation as defined in California Government Code Section 3504 and provided further that such condition of employment is within the Charter authority of the Board of Supervisors.

A. Definition

A grievance is defined as and is limited to:

1. An allegation by an employee, a group of employees, or the Union that the City has failed to implement a condition of employment as specifically set forth in an existing ordinance or Resolution of the Board of Supervisors or a Memorandum of Understanding ratified by the Board of Supervisors provided that such condition of employment is within the scope of representation as defined in California Government Code Section 3504 and provided further that such condition of employment is within the Charter authority of the Board of Supervisors to so implement.

2. An allegation by City or Departmental Management that the Union or Union representative(s) has failed to abide by or comply with a provision specifically set forth in a Memorandum of Understanding ratified by the Board of Supervisors to which the Union is a signatory party.

B. Exclusion of Civil Service Matters

The grievance procedure herein established shall have no application to matters within the jurisdiction of the Civil Service Commission as set forth in the City Charter or to any rules adopted by the Commission pursuant to its Charter authorities.

C. Disciplinary Actions

Consistent with the Charter and Civil Service Rules, disciplinary actions are not subject to the Grievance Procedure, except that alleged violations of Departmental disciplinary procedures may be grieved.

D. Departmental Review and Adjustment of Grievances

Except as may be otherwise provided in a separate departmental Memorandum of Understanding, the following is the departmental procedure to be followed in the resolution of grievances as defined in paragraph "A(1)" hereof. The Union and a department may mutually agree to bypass lower steps of the procedure if department administration at such lower steps is without authority to remedy the grievance.

E. Grievance Procedure Steps

1. Employee Grievance Procedure

An employee having a grievance shall first discuss it with the employee's immediate supervisor and try to work out a satisfactory solution in an informal manner with the supervisor.

STEP ONE - Immediate Supervisor

If a solution to the grievance, satisfactory to the employee and the immediate supervisor, is not accomplished by informal discussion, the grievant shall have the right to consult with and be assisted by a representative of the grievant's own choice in this and all succeeding steps of the grievance procedure. If the grievant desires to pursue the grievance further, the grievant or the grievant's representative shall within seven (7) working days of the informal discussion with the immediate supervisor, submit the grievance in writing to his/her immediate supervisor with copies to parties specified on an official Grievance Form. The immediate supervisor shall, within seven (7) working days of receipt of the written grievance, respond in writing to the grievance with his/her decision and specifying his/her reasons for concurring with or denying the grievance.

STEP TWO - Intermediate Supervisor

If the decision of the immediate supervisor is unsatisfactory to the grievant, the grievant or the grievant's representative shall within seven (7) working days of the receipt of the immediate supervisor's decision submit the written grievance to the intermediate supervisor. The intermediate supervisor shall within seven (7) working days of receipt of the written grievance respond in writing to the grievance with his/her decision and specifying his/her reasons for concurring with or denying the grievance.

STEP THREE - Appointing Officer

If the decision of the intermediate supervisor is unsatisfactory to the grievant, the grievant or the grievant's representative shall within seven (7) working days of the receipt of the intermediate supervisor's decision, submit the written grievance to the appointing officer. The appointing officer, (or designee, by mutual agreement of the parties) shall within seven (7) working days of receipt of the written grievance hold a hearing on the grievance unless such hearing is waived by both parties and shall respond thereafter in writing to the grievance with his/her decision and specifying his/her reasons for concurring with or denying the grievance.

STEP FOUR - Director, Employee Relations/Hearing Officer

(a) If the decision of the appointing officer is unsatisfactory, the grievant and/or his/her representative shall within twenty (20) working days of receipt of the appointing officer's decision submit the written grievance to the Employee Relations Director, so that the grievance may be heard and resolved by a Hearing Officer. Prior to the selection of a Hearing Officer, the Employee Relations Director shall informally review the grievance and attempt to resolve the grievance to the mutual satisfaction of the grievant and the appointing officer. The Director, Employee Relations, shall have twelve (12) working days after the receipt of the written grievance in which to review and seek resolution of the grievance.

(b) If the Director, Employee Relations, is unable to informally resolve the grievance to the mutual satisfaction of the grievant and the appointing officer, the grievance shall be submitted to a Hearing Officer. The Hearing Officer shall be selected by mutual agreement between the grievant or the grievant's representative and the appointing officer. If the grievant or the grievant's representative and the appointing officer are unable to agree on the selection of a Hearing Officer, they shall jointly request the State Conciliation Service to submit a list of five (5) Hearing Officers who have had considerable experience as a Hearing Officer in public employment disputes. The grievant or the grievant's representative and the appointing officer shall then alternately delete names from such list until only one (1) name remains, and that person shall serve as the Hearing Officer. Whether the employee or his/her representative and the appointing officer deletes the first name in the alternating process of deleting names shall be determined by lot.

(c) Except when a statement of facts mutually agreeable to the grievant and the appointing authority is submitted to the hearing officer, it shall be the duty of the hearing officer to hear and consider facts submitted by the parties.

(d) It shall be the duty of the hearing officer to hold said hearing within fifteen (15) calendar days of written acceptances of appointment as the hearing officer.

(e) After said hearing or review of mutually agreeable statement of facts it shall be the duty of the hearing officer to make written finding of fact(s) upon which the decision of the hearing officer is based.

(f) The decision of the hearing officer shall be final and binding upon the parties.

(g) The hearing officer's authority pursuant to the provisions of this grievance procedure shall be limited to a decision based on submitted facts and applicable law of whether or not the City has improperly failed to implement a condition of employment which is provided for in an Ordinance, Resolution or Memorandum of Understanding ratified by the Board of Supervisors. Further, the hearing officer shall have no power to amend or recommend an amendment of a Board of Supervisors ratified Memorandum of Understanding, Ordinance or Resolution.

(h) Each party (employee, group of employees or Union and the appointing authority), to a hearing before a hearing officer shall bear its own expenses in connection therewith. All fees and expenses of the hearing officer and a report, if any, shall be borne and paid in full by the losing party. In the event the hearing officer shall make a compromise decision, the party or parties which shall pay the fees and expenses of the hearing officer and a reporter, if any, shall be determined on a proportional basis by the hearing officer.

2. Management Grievance Procedure

City or departmental management may grieve an alleged violation of this MOU by the Union as follows:

STEP ONE - Informal Discussion

The City or one of its managers having a grievance shall first discuss it with the appropriate Union representative and try to work out a satisfactory solution in an informal manner.

STEP TWO - Submission to Union

If a solution to the grievance satisfactory to the grievant at Step One, is not accomplished by informal discussion, the grievant or the grievant's representative shall within seven (7) working days of the informal discussion submit the matter in writing to the Union Head. Within seven (7) days of receipt of the written grievance, the Union Head shall hold a hearing on the grievance and give his/her decision in writing to the grievant.

STEP THREE - Director, Employee Relations/Hearing Officer

The same provisions applicable to employee grievances, Step Four (a) through (h) apply should a grievance filed by City Management fail to be resolved at the Union Head level with the exception of (g) which would limit the hearing officers authority as to whether or not the Union has failed to abide by or comply with a provision of a Memorandum of Understanding ratified by the Board of Supervisors to which the Union was a signatory party.

F. The Effect of Failure of Timely Action

Failure of the grievant to submit an appeal within the required time limit at any step, or for informal discussion, shall constitute an abandonment of the grievance. Failure of the respondent to respond within the time limit in any step shall result in an automatic advance of the grievance to the next step.

G. Timeliness of Grievance

1. A grievance shall be void unless initiated by informal discussion within forty-five (45) calendar days from the date on which the City or Union has allegedly failed to implement or comply with a condition of employment or provision of the MOU or within forty-five (45) calendar days from the time the grievant might reasonable have been expected to have learned of such alleged failure to implement or abide by a condition of employment or provision of the MOU. In no event shall any grievance include a claim for money relief for more than the forty-five (45) day period plus such reasonable discovery period.

H. Rights of the Union Formally Recognized to Represent the Grievant's Classifications

An employee in a classification which is included with a representation unit for which recognition has been granted shall pursue any grievance under this procedure with the assistance of said formally recognized employee organization or said employee may represent himself/herself with the assistance, if the employee so elects, of counsel or other representative. As used herein, counsel or other representative shall not include any other employee organization or the representative(s) of any other employee organization.

In those grievances in which the employee represents himself/herself or arranges for representation by other than the formally recognized employee organization as set forth above, the City shall make no resolution or award which shall be inconsistent with the terms and conditions of a ratified Memorandum of Understanding which covers the grievant's classification. In the event the formally recognized employee organization determines that such an inconsistent resolution or award has been made, the formally recognized employee organization, on its own behalf, may file a grievance at Step Three for the purpose of amending such inconsistent resolution or award. In the event the grievant represents himself/herself, or elects a representative other than the formally recognized employee organization, the formally recognized employee organization may elect to be a full and equal party at Step Four for the purpose of protecting the interest of its members in negotiated conditions of employment.

HE FINE ARTS
MUSEUMS OF
AN FRANCISCO

. de YOUNG
MEMORIAL
MUSEUM

CALIFORNIA Lincoln Park
ALACE OF THE San Francisco 94121
ION OF HONOR 415 221-4811

Progressive Discipline Policy

The FAM progressive discipline policy will be repeated in the Museum Guards Manual, so that Museum Guards have one source for information pertaining to their employment.

For UPE Local 790

9/7/88 Ted Cochrum
Date:

For The Fine Arts Museums of San Francisco

Date: 8.17.88

pdp

THE FINE ARTS
MUSEUMS OF
SAN FRANCISCO

H. de YOUNG
MEMORIAL
MUSEUM

CALIFORNIA Lincoln Park
PALACE OF THE San Francisco 94121
GION OF HONOR 415 221-4811

Telephone Usage

Union officers and stewards shall use the F.A.M.S.F. internal telephone system when necessary in handling their representational duties. Local arrangements shall be made so that Union officials are allowed use of the F.A.M.S.F. telephones in a manner which does not cause an undue interference with the normal business of the work site.

For UPE Local 790

9/7/88 Ted Cushman
Date:

For The Fine Arts Museums
of San Francisco

Date: 8.29.88

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